

# **MGISAC BYLAWS**

(Adopted June 13, 2002)

## **1.0 Name**

The name of the organization shall be the Missouri Geographic Information System Advisory Committee (MGISAC).

## **2.0 Purpose**

In accordance with the Governor's Initiative commenced in April 1995, the purpose of the MGISAC is to:

- 2.1 Foster cooperation among state, local, and federal agencies, educational institutions, private industry, and others in the field of Geographic Information Systems (GIS);
- 2.2 Provide guidance for the Missouri Spatial Data Information Service (MSDIS) in fulfilling the objectives of the Missouri GIS Strategic Management Plan (SMP);
- 2.3 Develop GIS standards for the state;
- 2.4 Provide an arena for discussions of relevant GIS issues;
- 2.5 Provide expert advice to the Chief Information Officer (CIO) and the GIS community on GIS related issues;
- 2.6 Facilitate resolution of GIS issues impacting the state;
- 2.7 Coordinate and facilitate statewide training as needed; and
- 2.8 Work together with other states on standards and other GIS issues.

## **3.0 Objectives**

The objectives of the MGISAC are to:

- 3.1 Meet with the CIO and/or the Information Technology Advisory Board (ITAB) as needed to facilitate communication and cooperation between the MGISAC and the Office of Information Technology (OIT);
- 3.2 Conduct monthly meetings;
- 3.3 Review MSDIS operational status reports quarterly;
- 3.4 Review MSDIS financial statements quarterly;

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- 3.5 Send at least one representative to regional and national GIS conferences; as needed;
- 3.6 Plan and conduct the Missouri GIS Conference annually; and
- 3.7 Assist in planning and conducting the MAGIC Conference biannually.

### **4.0 Membership**

#### **4.1 Member Composition**

Membership on the MGISAC shall be classified in one of three ways: “standing” appointment, “state” members or “cooperating” members. The MGISAC shall have at least one member from each caucus of “cooperating” members, and the total number of “cooperating” members shall be at least one less than state members.

##### **4.1.1 “Standing” Appointments**

There will be two standing appointments on the MGISAC. One will be from the Office of Information Technology (OIT), and one will be from the Missouri Spatial Data Information Service (MSDIS). Each “standing” appointment will have voting privileges.

##### **4.1.2 “State” Members**

Each department and elected office as defined by Missouri State Statutes may be represented on MGISAC as a “state” member. “State” members will have voting privileges and will be limited to one member per department or elected office. “State” members shall number at least 50 percent of the total membership plus one.

##### **4.1.3 “Cooperating” Members**

“Cooperating” members shall be selected from the following sectors and assigned to the appropriate caucus:

- federal government agencies;
- local government agencies;
- universities, colleges, or other academic institutions;
- public utility organizations; and
- not-for-profit organizations, cooperative government agencies, and quasi-government agencies.

“Cooperating” members will have voting privileges.

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Agency means any administrative body existing under the constitution or by law and authorized by law or the constitution to make rules or to adjudicate contested cases. Local governments shall be defined as county, city, town or village governing bodies.

### **4.2 Members**

All members of the MGISAC shall be appointed by the Chief Information Officer (CIO) of the Missouri state government Office of Information Technology (OIT). Except for “standing appointments,” all “state” and “cooperating” members shall be appointed from candidates nominated by the MGISAC with input and recommendations from the CIO and the GIS user community. Existing members in good standing may be re-nominated. The CIO will evaluate the nominations and make appointments no later than two months after receiving the nominations.

### **4.3 Term**

Appointed members of the MGISAC shall serve a term of two years. The term shall be July 1 to June 30. Vacancies occurring before the expiration of the term shall be filled by appointment from a list of nominees submitted by the MGISAC executive committee to the CIO. These members shall serve the remaining portion of the retiring member’s term.

## **5.0 Structure**

### **5.1 Advisory Committee**

The full membership of the Missouri GIS Advisory Committee will meet and act to provide leadership and direction for the state in the development, management, and use of geographic information.

### **5.2 Executive Board**

The Executive Board shall include the Officers of the MGISAC, state members, and one representative from each “cooperating” caucus. The Executive Board shall discuss and address coordination issues and serve as an interface between the MGISAC and all external entities.

### **5.3 Officers**

Nomination for MGISAC officers shall be solicited by June 1. Nominations shall be reviewed by the Executive Board and, with the consent of the nominee, presented to the membership. Nominees shall provide a brief background statement as directed by the Executive Board.

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Officers shall serve one-year terms beginning at the next regularly scheduled meeting following their appointment.

5.3.1 The Chair shall be elected from "state" membership by a majority vote.

5.3.2 The Vice-chair shall be elected from "state" membership by a majority vote. The Vice-chair normally assumes the duties of the Chair in the absence of the Chair. If the Vice-chair cannot fulfill the duties of the Chair, then a Chair shall be elected to fill the vacancy in the same manner as other officers.

5.3.3 The Secretary shall be elected from the full membership of the MGISAC by a majority vote. If the Secretary steps down during his or her term, the Chair shall appoint a Secretary to serve the remainder of the term.

### **5.4 Subcommittees**

Subcommittees are established to facilitate MGISAC business and exist at the discretion of the Chair. The Chair designates the structure and leadership of committees.

## **6.0 Duties and Responsibilities**

### **6.1 Members**

Members of MGISAC are expected to attend and participate in the MGISAC meetings as committee members or committee officers. If a member is unable to attend a particular meeting, a proxy should attend in the member's place. If three consecutive regularly scheduled meetings are missed by a member without notification and no proxy from the member's organization attends, the member shall be deemed to have resigned from the committee.

### **6.2 Chair**

The Chair is responsible for leadership and coordination of all MGISAC activities. In addition, the Chair is responsible for meeting schedules, agendas, signing all correspondence, and presiding at meetings. The MGISAC Chair also serves as the Chair of the Executive Board.

### **6.3 Vice-chair**

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The Vice-chair is responsible for assisting the Chair and assuming the duties of the Chair temporarily when the Chair is unavailable for any reason.

### **6.4 Secretary**

The Secretary is responsible for recording the minutes of the meetings and making them available for posting on the MSDIS web site. The Secretary shall transmit officer election results to the CIO.

### **6.5 Subcommittee Chairs**

A Subcommittee Chair is responsible for the leadership of a specified committee. A Subcommittee Chair is responsible for conducting meetings and any activities necessary for the successful completion of the Subcommittee's tasks.

## **7.0 Voting and Elections**

### **7.1 Voting**

Each member is allowed one vote. Votes shall only be cast during meetings where a majority of more than 50% of all members are present. The Executive Board shall vote on issues that are not approved by at least a 75% majority of the votes cast by MGISAC members present at a meeting of the MGISAC. The decision of the Executive Board shall supercede that of the MGISAC.

## **8.0 Meetings**

MGISAC meetings are normally held on a monthly basis at the discretion of the MGISAC Chair in consultation with the membership.

## **9.0 Amendments**

Amendments to these bylaws shall be offered by submission in writing to all MGISAC members at least ten days before the next scheduled meeting. The proposed amendment shall be taken up for consideration at the next scheduled meeting of the Committee at which a quorum is present. The amendment shall be adopted when it has been approved by at least a 75% majority of the votes cast by MGISAC members present at the meeting of the MGISAC where the amendment is considered.